



June 2003

## Important Health Benefits News for Benefits Administrators

## Upcoming Events

### JUNE

**June 27 ♦** Mailing completed of new COVA Care and Kaiser Permanente ID cards to active employees, non-Medicare retiree group and Extended Coverage participants

**June 27 ♦** Last day to use Reason Code 56 for keying of PMIS and BES transactions denied due to an Open Enrollment change in suspense

### JULY

**July 1 ♦** New COVA Care health plan takes effect, replacing Key Advantage and Cost Alliance

**July 16 ♦** New health care premiums reflected in employee paychecks

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# B.A. Bulletin

## Policies Change for July 1, 2003

Revisions to several policies on benefits eligibility, membership and plan changes will take effect on July 1. The list includes:

♣ For health benefits to begin, new employees must be on payroll on the effective date of coverage. An employee enrolled in coverage for one day is eligible for Extended Coverage.

♣ Enrolling in single membership is permitted only at Open Enrollment or with a qualifying mid-year event. The one exception is that LTD participants may enroll from waived into single coverage prospectively at any time until July 2004. (This exception was made since the policy was not changed until after the printing of the Retiree Group Enrollment Form).

♣ Plan changes at retirement or Extended Coverage will no longer be allowed. This means that COVA Care members may not add or cancel any additional options based on retirement or Extended Coverage.

♣ Premiums for all plan participants will be automatically payroll-deducted on a pre-tax basis.

♣ Credit for the 12-month waiting period for orthodontic services available with the COVA Care with Expanded Dental option will be given if the participant had orthodontic benefits under previous coverage and there is no more than a 63-day break between the previous coverage and the COVA Care with Expanded Dental option coverage.

## Member Handbook Mailing Completed

The final mailing of COVA Care Member Handbooks to Benefits Administrators occurred on Monday, June 16. Please distribute the new member handbooks promptly to your agency's employees.



## Navigating the Redesigned DHRM Web Site

In mid-June, the Department of Human Resource Management's Web site changed significantly in appearance. While the Web address of [www.dhrm.state.va.us](http://www.dhrm.state.va.us) remains the same, you will notice that:

- The tabs on the old site have been replaced with eight buttons: Employment and Careers; Compensation and Benefits; Policies, Forms and Resources; Training and Development; Employee Relations; Workers' Compensation and Safety; Workforce Planning; and Programs and Events.
- Health Benefits information is now under the Benefits section of Compensation and Benefits. Look for Health Benefits and several links, including: For Employees; For Retirees, Long-Term Disability Participants and Survivors; and For Extended Coverage (COBRA) participants.
- Materials and information for Benefits Administrators may also be found under Policies, Forms and Resources.

If you have questions about how to find information on the redesigned Web site, do not hesitate to contact us or to e-mail the Webmaster on the site.

## Magellan Benefits in COVA Care Member Handbook

Magellan Behavioral Health benefits effective July 1, 2003 are incorporated with the COVA Care health plan in the new COVA Care Member Handbook. There will no longer be a separate Magellan Member Handbook or Health Information Guide.